

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	<b>Page 1 of 1</b>
ISSUED BY: <b>Department of Revenue – Human Resources</b>	
EFFECTIVE DATE:	
PROCEDURE # 6.3.2	
SUBJECT: Department of Revenue Employee Evaluation Criteria	
Distribution Code(s): A, B, C	Contact: Commissioners Office – Station #1 (502) 564-3226

## I. INTRODUCTION

The purpose of this procedure is to supplement the Cabinet-wide procedure identified as Finance and Administration **Procedure 2.17, “Employee Performance Evaluation System”**, with internal processes for properly evaluating employees in the Department of Revenue.

## II. PROCEDURE

Annually during the year-end employee evaluation process, supervisors shall require each employee to re-sign the **Acknowledgment of Confidentiality**. The signed **Acknowledgment of Confidentiality** will be forwarded with other year-end evaluation documentation to be filed in the employees’ personnel file. The annual recertification of the **Acknowledgment of Confidentiality** shall be included under Self Management as a Duty under Dependability/Responsibility on each Revenue employee’s evaluation.

The **CIO-060 Internet and Email Acceptable Usage Certification**, and the **Acknowledgment of Confidentiality** must be signed by the employee during the performance planning meeting

## III. REFERENCE

[IRS Publication 1075, Tax Information Security Guidelines for Federal, State, and Local Agencies – Safeguards for Protecting Federal Tax Returns and Return Information, 6.2 Employee Awareness.](#)

**Finance and Administration Procedure #2.17 – Employee Performance Evaluation System**

## IV. FORMS

**Acknowledgment of Confidentiality – 7. Forms – 6.1.2/a**

**Finance and Administration Standardized Duties and Expectations - 7. Forms 2.17/b**

**Internet and E-Mail Acceptable Usage Certification – CIO-060**

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